

Appendix F: Field-based Activities Report ----Lynda Hoffpauir---ET8011



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the week.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: May, 2010		Total Internship hours at the start of the month:	0
Week	Functions	Description	Hrs
1	Week's Activities	Met with Site Mentor/Superintendent Scott Campbell	0
	Standard/Indicator		
	Communication with Site Mentor	Discussion concerning internship plan	
2	Week's Activities	Met with Site Mentors @ Region 5 ESC	0
	Standard/Indicator		
	Communication with Site Mentor	Discussion concerning internship plan	
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			0
Total Internship hours to date including this month:			0

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Date: <u>June, 2010</u>		Total Internship hours at the start of the month:	0
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities	Attend Presenter Training	6
	Standard/Indicator	TF-II.B.1/ TF-III.D.1	
	Communication with Site Mentor	Discussion concerning the benefits of great presentation skills	
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			6
Total Internship hours to date including this month:			6

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Date: _____ July, 2010		Total Internship hours at the start of the month:	6
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities	Met with District Superintendent and Teacher Representative	3
	Standard/Indicator	TF-IIE.1 / TF-VLE.1	
	Communication with Site Mentor	Discussion concerning uses of iPad in the classroom	
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			3
Total Internship hours to date including this month:			9

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Date: __August, 2010		Total Internship hours at the start of the month:	9
Week	Functions	Description	Hrs
1	Week's Activities	Region 5 ESC Technology Conference	6
	Standard/Indicator	TF-I.B.3 / TF-V.A.1	
	Communication with Site Mentor	Discussion concerning professional development training	
2	Week's Activities	District Administrative Presentation-Professional Development	4
	Standard/Indicator	TF-II.D.1/ TF-IV.C.1	
	Communication with Site Mentor	Discussion concerning administrative policies and procedures	
3	Week's Activities	District Training for Basic Computer Skills related to web-based applications	8
	Standard/Indicator	TF-I.A.1	
	Communication with Site Mentor	Discussion concerning training to enhance basic computer skills	
4	Week's Activities	Train the Trainer – Grade book/Parent Portal/Test Score Application/	16
	Standard/Indicator	TF-IV.A.2 / TF-V.C.4 / TF-V.D.1 / TF-VI.A.1/TF-VI.D.1	
	Communication with Site Mentor	Discussion concerning covering multiple topics in single training sessions.	
5	Week's Activities	iPAD training and Collaboration with technology directors	4
	Standard/Indicator	TF-II.A.3	
	Communication with Site Mentor	Discussion concerning the use of new technology equipment as a technology leader, facilitator, teacher, student and administrator.	
Hours worked this month:			38
Total Internship hours to date including this month:			47

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Date: __October, 2010 month:		Total Internship hours at the start of the	47
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities	Met with software programming staff and manager	6
	Standard/Indicator	TF-II.C.2 / TF-III.E.2 / TF-VI.C.1 /	
	Communication with Site Mentor	Discussion concerning the impact of programming/ testing and quality assurance. Additionally topics included design, graphics, web-based specifics and internet browsers.	
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			6
Total Internship hours to date including this month:			53

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Date: __March, 2011		Total Internship hours at the start of the month:	53
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
5	Week's Activities	District Administrative Presentation-Professional Development	10
	Standard/Indicator	TF-II.F.1 / TF-III.A.6 / TF-III.B.1 / TF-IV.B.1	
	Communication with Site Mentor	Discussion concerning software products for classroom, diverse learners, distance learning systems, Test Score Application	
Hours worked this month:			10
Total Internship hours to date including this month:			63

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Date: ___April, 2011		Total Internship hours at the start of the month:	63
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities	Attend Tech Fiesta Technology Conference –Region 20 ESC	18
	Standard/Indicator	TF-I.B.3 / TF-III.C.1 / TF-VI.B.2	
	Communication with Site Mentor	Discussion concerning new technology tools and Web 2.0 social tools.	
3	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
4	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			18
Total Internship hours to date including this month:			81

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Date: May, 2011		Total Internship hours at the start of the month:	81
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities	Region 5 Technology Coordinator meeting	3
	Standard/Indicator	TF-VI.A.8 / TF-VII.B.6 / TF-VII.C.1/ TF-VIII.E.1	
	Communication with Site Mentor	Discussion concerning the benefits of collaborating among peers, resources available in groups and expertise level increases during group activities.	
3	Week's Activities	Region 5 Administrative software presentation	24
	Standard/Indicator	TF-VIII.A.1 / TF-VIII.B.1 / TF-VIII.C.1 / TF-VIII.D.7	
	Communication with Site Mentor		
4	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			27
Total Internship hours to date including this month:			108